

ADMINISTRATIVE - INTERNAL USE ONLY

OFFICE OF
IMAGERY ANALYSIS

DIRECTOR

DEP DIRECTOR

EXEC OFFICER

SECRETARY/ASST

SECRETARY/DEP DIR

NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

Director

29 July 1980

MEMORANDUM FOR: Office Directors
Chairman, National Intelligence Council
Senior Review Panel

SUBJECT: NFAC Research Production Planning

1. A major and continuing responsibility of the National Foreign Assessment Center is the effective planning of its research analysis, to two ends: that the substantive issues of present and future importance to U.S. foreign policy formulation are addressed on a timely basis; and that the personnel resources of NFAC are properly directed.

2. To enable NFAC intelligence production managers better to meet this responsibility, NFAC has instituted a directorate-wide program of semi-annual planning for the research to be undertaken by the NFAC production offices.

3. The experience of the first year suggests that more continuous and direct involvement in the planning process is needed on the part of the Office Directors.

4. The NFAC Research Planning Steering Group (RPSG) is hereby established. It is chaired by the Deputy Director, NFAC. Its members are the Director and Deputy Director of OCR, OER, OGCR, OIA, OPA, OSR, and OSWR.

5. The RPSG is responsible for the guidance, direction, implementation, and accomplishment of all phases of the research planning cycle. Its first assignment is to plan and carry out the research planning for the January-December 1981 planning period.

6. The RPSG is assisted by the members of the Production Planning and Review Group in the PME Staff. In addition, the RPSG may call upon members of the National Intelligence Council and the Senior Review Panel for help, counsel, and participation.

STAT

Bruce C. Clarke, Jr.

cc: DD/NFAC
PMES/PPRG

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| TRANSMITTAL SLIP | | DATE |
| TO: | | |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| <p>Director, <i>OIA</i> Deputy Director, <i>OIA</i></p> <p>Wednesday, 30 July 1300 - 1400 Room 7E32 Hqs</p> <p>Research Planning Steering Group (RPSG)</p> | | |
| FROM: | | |
| D/NFAC | | |
| ROOM NO. | BUILDING | EXTENSION |
| <p>FORM NO. 241 1 FEB 55</p> <p>REPLACES FORM 35-B WHICH MAY BE USED.</p> | | |

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- Product scheduled production program - Quarterly or semi-
down Dec for 4-6 month period
- But things - that are being worked
on over next yr.
Average by group